



Planning Department

TOWN OF ACTON
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INTERDEPARTMENTAL COMMUNICATION

To: Steven Ledoux, Town Manager **Date:** September 2, 2014
From: Scott A. Mutch, Zoning Enforcement Officer & Assistant Town Planner
Subject: Site Plan Special Permit Application #07/03/14-450

Location: 37 Knox Trail, Acton, MA
Applicant: Concord Public Schools, 120 Meriam Road, Concord, MA 01742
Owner: KT Realty Trust, c/o Brian Li, Trustee, 321 Church Street, Northborough, MA 01532
Engineer: Nitsch Engineering, 2 Center Plaza, Suite 430, Boston, MA 02108
Zoning: Technology District (TD)
Groundwater Protection District Zone 3
Proposed FAR: Maximum FAR – 0.20
Existing FAR – Unknown at this time
Proposed FAR – No proposed changes to existing building at this time
Proposed Uses: Transportation Services (3.5.24)
Map/Parcel: J4-6
Hearing Date: September 8, 2014
Decision Due: December 7, 2014

Attached are the legal ad, application, plan sheets and interdepartmental review comments received to date. As of this date, comments have been received from the Town of Acton's Municipal Properties Director, Engineering Department and the Planning Department. Upon review of the project submission, and the interdepartmental reviews provided to date, it does not appear that there are significant obstacles to overcome before a decision could be granted.

The Site Plan:

The subject property is currently developed and consists of a two (2) story office building and a 41 space parking lot. There are no modifications and/or alterations currently proposed for the existing office building. The applicant, Concord Public Schools, is proposing to park and store five (5) school buses on the subject property and conduct general site work which would prepare the site to serve as the access point to abutting property within the Town of Concord which would be developed as a school bus depot facility. Personal vehicles belonging to the operators of the buses would be left at the subject property during the hours of the day when operators would be out on the road conducting their bus routes. The most significant improvement proposed for the site is the addition of approximately 934 square feet of new impervious asphalt pavement material which would widen the existing access drive into the property as well as extend the paved driveway up to the rear property line (also the Town Line between Acton & Concord).

The proposed relevant zoning information for the subject site is summarized in the following table :

By-Law Requirements	Required	Existing	Proposed
Min. Lot Area (ft ²)	40,000 ft ²	40,741 ft ²	40,741 ft ²
Min. Lot Frontage (ft)	100'-0"	420.76'	420.76'
Min. Front Yard (ft) - West	45'-0"	80.8'	Unknown (No Change)
Min. Side Yard (ft) – North	50'-0"	Unknown (>50'-0")	Unknown (No Change)
Min. Side Yard (ft) – South	50'-0"	20.1' *	Unknown (No Change) *
Min. Rear Yard (ft) – East	50'-0"	18.8' *	Unknown (No Change) *
Max. Building Height (ft)	40'-0"	Unknown *	Unknown (No Change) *
Max. F.A.R. (Floor Area Ratio)	0.20	Unknown *	Unknown (No Change) *
Open Space	35%	54% (22,071 ft ²)	55% (22,674 ft ²)
Parking Requirements	Required	Existing	Proposed
Use: Office Use (NFA Unknown) 1 space/250ft ² of N.F.A.	Unknown	41	41
Bicycle Parking Requirements			
Zoning Bylaw Section 6.3.7.5 – one (1) bicycle parking space for each twenty (20) motor vehicle parking spaces in the facility, but never less than two (2) bicycle parking spaces			
		Required	Proposed
Number of Motor Vehicle Parking Spaces Provided:	41	3	0

- * The existing office building is deemed to be pre-existing non-conforming to the current dimensional Zoning Bylaw requirements. When the building was originally constructed in approximately 1983, it presumably complied with the dimensional requirements of the Zoning Bylaw at that time. There are currently no proposed plans for any work to be done to the existing office building structure.

Planning Department Comments & Items to be Addressed

- Bicycle Parking

The April 2014 Annual Town Meeting adopted a new section of the Zoning Bylaw (§6.3.7) which created the requirement that off-street parking facilities shall provide bicycle parking spaces. The Bylaw requires one (1) bicycle parking space for every twenty (20) motor vehicle parking spaces, but never less than two (2) bicycle parking spaces.

In this particular instance, there are 41 motor vehicle parking spaces currently in existence and to remain on the subject property, which at the minimum Zoning Bylaw requirement identified within the preceding paragraph and Zoning Bylaw Section 6.3.7 requires that 3 bicycle parking spaces be provided. The plan as currently proposed, does not indicate or show any bicycle parking spaces being provided. Unfortunately, the Special Permit Granting Authority (in this instance, the Board of Selectmen) is not provided with any latitude in deviating from this requirement.

- New Impervious Asphalt Driveway

As per Zoning Bylaw Section 6.7.2, no paved surface shall be located within 10'-0" of the side and rear lot lines. The plan as currently proposed, indicates that the existing access driveway will be extended all the way up to the rear property line. At this point in time, as the abutting land in Concord has not yet been improved, and remains in a primarily natural state, the extension of the paved access drive should comply with the 10'-0" minimum rear yard setback.